

DDA 75-5607

23 NOV 1975

MEMORANDUM FOR: Director of Training

SUBJECT : Privacy Act Training

1. The Privacy Act which became effective 27 September 1975 levies stringent requirements on all Federal agencies concerning the collection, maintenance, and use of information on U.S. citizens and permanent resident aliens. We have concluded the initial implementation of the Act's provisions with the publication of Headquarters Notice [REDACTED] Agency Implementation of the Privacy Act, and a round of special briefings to familiarize personnel with the Act's key provisions. The Headquarters notice was widely distributed ([REDACTED] plus copies were disseminated) and over 900 personnel attended the briefings. STATINTL

2. The Privacy Act applies to all Agency components since each office maintains at least one record system (personnel soft files) subject to the Act. To assure effective Agency compliance, we must continue to inform personnel of the Privacy Act requirements and the procedures established to implement the Act's provisions. I ask that you undertake the responsibility for developing a Privacy Act briefing program that will be included in the EOD orientation program and other course offerings that you deem appropriate. I am forwarding herewith materials used in the special orientation program which you may find useful. The Assistant for Information and his staff are available to assist you in establishing this training program as may be desired.

3. The Agency is required to submit annually a report to the Office of Management and Budget and the Congress on our activities relating to the Privacy Act. In connection with this requirement, I ask that certain information be collected for inclusion in the report:

- a. Outline of the Privacy Act briefing.
- b. Number of times the briefing is given and the number of personnel in attendance.

c. Number of manhours allocated to this training and an estimate of cost.

The Agency report is due in April 1976. Further guidance concerning due dates, format, etc., will be forthcoming.

/s/John E. Blake

John F. Blake  
Deputy Director  
for  
Administration

Attachments:

HN [REDACTED]  
Federal Register, dtd 28 Aug 75  
Privacy Act Orientation Program  
Script with related viewgraphs

O/DDA: [REDACTED]:ydc (25 Nov 75)

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